

Application Date: _____
Position Applied For: _____
Requisition #: _____



Illinois Tool Works Inc.
APPLICATION FOR EMPLOYMENT

NOTICE TO APPLICANT

Illinois Tool Works (ITW) has a long-standing policy of equal opportunity employment. All ITW employment decisions (including hiring, promotion, compensation, development and retention) are made without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, veteran status or any other basis prohibited by applicable law. ITW will employ and advance in employment qualified disabled persons (with or without a reasonable accommodation) who are able to perform the essential elements of the position.

At ITW we are committed to attracting and retaining a diverse workforce. Our outreach is focused to attract individuals who are willing to contribute their unique perspectives and creativity to the attainment of the company's goals and objectives. We foster inclusive environments where everyone is comfortable expressing their ideas and doing their best.

Name:				
Address:				
Telephone:				
Rate of Pay Expected:				
Availability:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	
Shift:	<input type="checkbox"/> Any	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd
Are you available to work overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you available to work weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Note: ITW will attempt to accommodate scheduling limitations based on religious considerations.				

Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you legally eligible for employment in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been convicted of a felony in the last seven years? Note: A "yes" answer will not automatically disqualify applicant from consideration. Applicant need not disclose any sealed or expunged records of convictions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> I am not required to answer this question as I live in or am applying for a position in Massachusetts or Hawaii.		
Have you ever applied to or worked for Illinois Tool Works Inc. before? If yes, what location? _____ Provide dates of employment: From: _____ To: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How were you referred to us for employment?		

EMPLOYMENT RECORD (Show last place of employment first.)			
Employer	Date Started	Pay at Start	
Street	Date Left	Pay at Leaving	
City	State	Zip	Reason for Leaving
Supervisor		Telephone	
If current employer, ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position title and description of duties			
What did you like best about this position?			
What did you like least about this position?			

Employer	Date Started	Pay at Start	
Street	Date Left	Pay at Leaving	
City	State	Zip	Reason for Leaving
Supervisor		Telephone	
Position title and description of duties			
What did you like best about this position?			
What did you like least about this position?			

Employer		Date Started	Pay at Start
Street		Date Left	Pay at Leaving
City	State	Zip	Reason for Leaving
Supervisor		Telephone	
Position title and description of duties			
What did you like best about this position?			
What did you like least about this position?			

EDUCATION – TRAINING – SPECIAL SKILLS			Graduated (Yes or No)	Degree
High School	City	State		
College/University	City	State		
College/University	City	State		
College/University	City	State		
Please describe other information about prior training, special skills or experiences (including those that may have been gained in the military) relevant to the position applied for.				

REFERENCES	Please list persons as references with whom you have had a business, educational or training association (do not list relatives).	
Name	Telephone	Occupation

Applicant Certification

- 1) Any misrepresentations, falsifications or material omissions in this application for employment or other required documents may result in exclusion from further employment consideration or, if discovered at any time after my employment, termination of that employment.
- 2) I give ITW permission to contact schools, previous employers, references and others and hereby release ITW and any party furnishing information from any liability as a result of such contact.
- 3) I agree to complete paperwork necessary to authorize credit, background and court record checks if deemed necessary by ITW.
- 4) If employed, I must conform to the rules and regulations of ITW.
- 5) Nothing contained in this application for employment or in an employment interview is intended to be a contract between ITW and me for either employment or employment benefits and if any employment relationship is established, ITW or I have the right to terminate my employment at any time.
- 6) I understand that any offer of employment given to me is contingent upon a negative result on a post-offer drug screening and a satisfactory post-offer physical examination. I consent to the post-offer physical examination and drug test and such future drug tests as may be required.

Applicant Signature

Date

***Do NOT complete the remainder of
this application until instructed.***

This part of application is to be completed after hiring.

Date completed: _____

Employee initials: _____

PERSONAL

Employee Date of Birth:

Employee Social Security #:

Race/Ethnicity and Gender Self-Identification Form

J&B Aviation Services is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other classification protected by Federal, state or local law. As a Federal contractor, subject to Executive Order 11246 and its implementing regulations, **J&B Aviation Services** is required to maintain records and compile reports about the demographic makeup of all employees and applicants applying for employment in the United States. The information you provide is both voluntary and confidential. None of the information you give us will be used in any employment decision that may affect you. The information provided will be retained in accordance with applicable Federal, state and local laws.

If you choose not to provide this information about yourself, you will not be subject to adverse treatment of any type. However, in the absence of data provided by you, J&B Aviation Services is required by Federal regulations to identify and maintain data on each employee's, and where possible, each applicant's race/ethnicity and gender on the basis of visual observation.

I do do not wish to complete this form.

Gender Identification: Please check one of the following:

Male Female

Race/Ethnic Origin Identification: Please check one of the following. If you consider yourself to belong to more than one group, please check the single group that you would prefer for our recordkeeping and reporting purposes.

Race/Ethnic categories as currently defined by the Equal Employment Opportunity Commission are as follows:

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino):** a person having origins in any of the original people of North and South America (including Central America), and who maintain tribal affiliation or community recognition.
- Two or More Races (Not Hispanic or Latino):** all persons who identify with more than one of the above races.

Position Applied For: _____

Name

Date